

## MS Final Examination (Capstone Experience)

**Requirements:** The MS Final Examination is the culminating experience and one of the last steps in earning a MS. It should take place in the term of graduation (by the deadline set forth by the graduate school,) but should take place no more than six months before degree award.

**Attendance:** All supervisory committee members must be present at the Final Examination. Any member other than the chair of the supervisory committee may video conference into the Examination, if necessary.

If you add or change committee members after the original committee is formed, a change of committee form is required and all members of the committee must sign the new form affirming that they are in agreement with the changes made to the supervisory committee. If deletions are made to the committee, the member who is being removed must provide written consent (email is acceptable) that they are aware of being removed from the committee. The form should then be given to the academic assistant (Kristen) to collect the graduate coordinator's signature. Once approved, the academic assistant will then submit the changes to committee electronically. This process should be completed no later than the midterm of the term of graduation.

**Scheduling:** Final Examinations are typically scheduled for a one hour period. It is the student's responsibility to arrange a time when all committee members can meet. Upon agreement on a suitable time, the student should arrange with the academic assistant or another staff member to have a room reserved for the examination and provide the information requested below.

The department requires that this form be filed with the academic assistant at least **ten business days** before the date of the final examination.

Printed Name of Supervisory Committee Chair: \_\_\_\_\_

Signature of Supervisory Committee Chair: \_\_\_\_\_

Proposed Date of Examination: \_\_\_\_\_ Proposed Time: \_\_\_\_\_ Proposed Location: \_\_\_\_\_

Proposed Month and Year of Graduation: \_\_\_\_\_ Date Form Submitted: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

(For Internal Use Only)

Official Announcement to Committee: \_\_\_\_\_ Reminders Sent to Chair of Committee: \_\_\_\_\_

Room Booked: \_\_\_\_\_ GIMS Form/Transcript/Dept. Table Printed and Placed in Academic Folder: \_\_\_\_\_

Conferencing Procedures Sent via Email to Members Who May Be Absent: (If Applicable: ) \_\_\_\_\_